

## Important Things to Remember When Planning Your Event



- Plan ahead for your event. Most facility requests require certificates of liability insurance, live entertainment and food vending permits which can take a considerable amount of time to acquire. We recommend applying for permit applications several months in advance.
- Damage to City of Claremont property during the course of the event will be the responsibility of the permit holder.
- Facility and all permit fees must be paid in full prior to any facility usage approvals.
- Request for use of Broad Street Park, Visitor Center Green, Parades, Road Races, Walkathons, and outdoor concerts in public parks require approvals and a permit from the City Manager's Office. However, you must first file your request with the Parks and Recreation Department.

### Who Can Obtain a Permit?

Any individual, business, or organization and group wishing to have an event, function or group activity in a public park within the City of Claremont.

## Where do I send a completed Special Event and Facility Use Form?



Completed forms must be submitted to the Claremont Parks & Recreation Department. Applicants can mail the completed form to 130 Broad Street, Claremont, NH 03743. By fax to 603.542.7047 or e-mail to [park&recinfo@claremontnh.com](mailto:park&recinfo@claremontnh.com)

### What is the process for obtaining an event permit?

Applicants must obtain and complete the Special Event and Facility Use Form. The application process should begin at least 60 days prior to your planned event. Submit the application form to: Claremont Parks and Recreation, 130 Broad Street, Claremont, NH 03743. By fax to 603.542.7047 or e-mail to [park&recinfo@claremontnh.com](mailto:park&recinfo@claremontnh.com)

- 1.) Applications are reviewed individually and approvals or denials are noticed within 10 working days upon receipt of application.
- 2.) Events that impact other City Department's may require further review which may cause additional delays. It is important to submit your application early.
- 3.) All applicable costs for your request will be determined prior to all approvals.
- 4.) Certificates of Insurance Liability are required for use of all public spaces.
- 5.) Payment for the usage and all other attributed costs are required upon receipt of permit.
- 6.) Event organizers must have their approved permit on hand the day of the event.

## What about insurance coverage?

Insurance liability for your event is required by the City of Claremont. A certificate of general liability insurance with per occurrence and aggregate limits of not less than \$1,000,000. The City has the right to increase per-occurrence liability limits and require certificate of an accident insurance policy with limits determined by the City.

Certificates of insurance are required prior to any and all permit approvals. Contact your insurance provider to obtain your certificate.



### What other permits will be needed for my event?

Events that include but are not limited to food vending, sale of goods, tents, musical entertainment, street closure, open fires, fireworks, electricity and generators, may require additional permits from the appropriate City Department which may include the Fire Department, Police Department, Planning and Zoning Department and Public Works Department. Some events may require EMS detail to be on site for the event.

## What are the fees for a permit?

There is not a fee to apply for a Parks & Recreation Department permit. However, there may be costs associated with your event that require a fee or charge. Fees and/or charges that may be associated to your event are but not limited to: Maintenance detail, electrical use fees, vendor licenses, police and/or fire details and facility use rental. **Note: Permits required by the City Manager's Office may require a permit fee.**



## Where can I pick up a Special Event and Facility Use Form?

You have several options:

- 1.) Visit [www.claremontnh.com](http://www.claremontnh.com) and go directly to City Department's then click on Parks & Recreation Department where the **Event and Facility Use Form** application can be downloaded.
- 2.) Forms are also available at the Claremont Parks & Recreation Department located at the Goodwin Community Center, 130 Broad Street, Claremont, NH 03743.
- 3.) Forms can be obtained at the Claremont City Hall located at 58 Tremont Square, Claremont, NH 03743.
- 4.) Contact the office at 603.542.7019 and we can fax or mail the form to you.



Please fill out your application completely. If you have additional questions that are not covered in this brochure, please contact the Parks & Recreation Department at 603.542.7019.

130 Broad Street  
Claremont, NH 03743  
[parks&recinfo@claremontnh.com](mailto:parks&recinfo@claremontnh.com)



Parks and Recreation Department

# Guide to Special Events and Facility Use Permitting

